

MEETING MINUTES – SCEIS Executive Oversight Committee

Date of Meeting: Thursday, November 15, 2007

Time and Location: 10:30 a.m. – 11:30 a.m. 1st Floor Governor's Conference Room
Wade Hampton Building

Minutes Prepared By: Joy Stagg

1. Attendance at Meeting

Nat Kaminski, Chairman	Comptroller General's Office
Eddie Gunn	SC Budget and Control Board
Sheila Breitweiser	SC School for the Deaf and Blind
Jimmy Earley	SC Department of Motor Vehicles (sitting in for Marcia Adams)
Ben Homeyer	House Ways and Means Committee
Jim Bryant	Division of the State CIO

Ex-Officio Members Present:

Chuck Fallaw	Division of the State CIO
Pat O'Cain	Division of the State CIO
Chris Joye	SCEIS, Project Manager
Chris Shuman	SCEIS, Solutions Architect

2. Meeting Agenda

- ✓ Adoption of Minutes
- ✓ SCEIS Project FI/MM Go Live Report
- ✓ SCEIS HR/PR – Project Planning Update
- ✓ Introduction of Independent Verification and Validation Contractor

3. Meeting Notes, Decisions, Issues

- The Agenda was adopted as presented.
- The Minutes from October 17, 2007, were adopted.
- Nat Kaminski extended his and the Committee's thanks to the team, lead by Chuck Fallaw, Chris Shuman, Pat O'Cain, and a number of others who have been involved in the SCEIS Project. This was the first major goal of the rollout phase and it has been successfully achieved and we have 10 more to go.
- Mr. Kaminski will invite Sam Wilkins to join as a member of the Executive Oversight Committee.
- Chuck Fallaw gave an update on the status of the Project. He discussed the Major Concerns, Major Post Go-Live issues, Customer Focus, and Future Phases of the Project. The rollout timeline for Phase 1B is still scheduled for March 3, 2008, which was approved in August. The following agencies will be included in Phase 1B: Secretary of State, Election Commission, Commission on Indigent Defense, Arts Commission, Human Affairs Commission, Commission for Minority Affairs, Adjutant General, Public Service Commission, and Worker's Compensation Commission.
- Mr. Fallaw also gave out the "Get Help with SCEIS" brochure, which gave details of what the helpdesk hours are, what will be asked when you call, visit the SCEIS Ready Room, and gives the SCEIS' website address in order to access other knowledge support via the SCEIS' uPerform site.

3. Meeting Notes, Decisions, Issues Continued

- g. Chris Shuman gave an update on Project Planning on HR/Payroll. A draft for the State of Work has been created and is currently under review. A 2-day Retreat was held for key stakeholders to discuss how the project will occur, elements of the project, and refine the scope. From that scope, the project preparation will include the development of business requirements and processes, SAP training for all staff, and the continued effort to hire more staff.
- h. Kick Off Meeting will be held the first of December – January.
- i. John LoPresti from SAICP (IV & V Team) gave an overview of his company and their responsibilities and objectives. He also introduced his team, Linda Lovingood and Charles “Chuck” Cathcart.
- j. Meeting adjourned at 11:49 a.m.

4. Action Items

	Action	Assigned to	Due Date
a.	Set up meeting with StateTreasurer's Office, Management	Nat Kaminski	12/18/07
	Status <i>Discuss at next meeting</i>		
b.	Need replacement for Sheila Breitweiser		
	Status.		
c.			
	Status		

5. Next Meeting

Date:	Tuesday, December 18, 2007	Time:	10:30 a.m.- 11:30 a.m.	Location:	Wade Hampton Building Governor's Conference Room
Agenda:					